



## **PHRU Extranet – Public Health Networks: Administering your Network: Overview and Guidelines**

### **Introduction**

The Public Health Resource Unit Extranet provides the facility for identified communities of practice to set up a virtual network to share and disseminate knowledge and information amongst a predefined set of users as well as with the wider community.

This document is intended to give a broad overview of the role of the network administrator and offers guidelines for best practice.

### **Criteria for having a hosted virtual network within the PHRU Extranet**

- Your network represents corporate priorities
- You need to undertake collaborative work with colleagues in other organisations and locations
- Your target groups for evidence-based practice development are scattered across organisations and locations
- You can identify a network administrator
- Your network licence holders sign up to the network user policy
- Your networks are prepared to undertake training on Sharepoint™ or you have a plan to cascade training
- You collaborate in any audit or evaluation of networks supported by PHRU
- You complete a network sign-up form providing a description outlining the **Aims and Objectives** of your network, **Intended Audience** and **Admin Contact** details.

You may not meet all of the criteria above but still be able to benefit from the functions that a hosted virtual network can provide.

### **Your role as Administrator**

As Administrator you will be responsible for managing your network within the PHRU Extranet. Your role will include responsibility for:

- Defining the aims and objectives of your network



- Defining the target audience
- Identifying the core members of your network
- Liaising with the PHRU Extranet Administrator to ensure that users details are accurately added to the network
- Managing the content of your site
- Reviewing all content to ensure compliance with the **Terms and Conditions** for use of the extranet
- Managing Lists - Approving content in lists if Content Approval is enabled. Adding or removing content of lists. Adding or removing public views of lists
- Adding content – Adding items to lists, Document Libraries, News and Events
- Editing content – Editing items in lists, editing documents in libraries
- Deleting content – deleting items from a list, deleting documents in a document library
- Create and manage discussions
- Create and manage surveys
- Promote the use and purpose of the virtual network
- Report any technical problems to the Extranet Administrator within the PHRU
- Address the training requirements of users within your network
- Liaise with the Extranet Administrator within the PHRU regarding compliance with the Network **Branding and Customisation** Guidelines
- Adhere to PHRU Guidance on metadata standards for web-based information

### **Guidance on Acceptable Use of the Network Sub-site**

All network users are required to abide by the Terms and Conditions for user of the Extranet. These rules aim to ensure that the Extranet and the Virtual Networks are safe, useful and standardised environments for all users.

### **Accessing your network site**

To access your network site, go to <http://www.phru.net>



On the right hand side of the page, displayed under **Public Health Networks** there is a list of the currently available network sites – click on the name of your site. In the browser address bar you will see the URL for your site which will be in the format:  
<http://www.phru.net/yoursitename>

### **Network Site Template**

The network site will have been set up using a predefined team site template with some customisation, and will have various features enabled which you can start using straight away. The site will have anonymous access enabled which means that your homepage and certain other areas within the site will be available to World Wide Web users. Specific areas will be password protected.

### **Branding and Customisation**

The PHRU branding will be used on all network sites. A limited amount of customisation of the branding will be permissible. For example, the inclusion of a specific images, for which the copyright/ownership rights and permissions are known, into the banner graphic and appropriate text will help to establish the individual identity if the network subsite.

The aim of this directive is to ensure a consistent “look and feel” across all of the network sites.

The PHRU administrator can also advise on the use of web parts, RSS, page layouts, custom views and other customisation options.

The **Member’s Area**, **Tasks**, and **Contacts** sections of the network site will require users to log in using their username and password. All other areas of the site will be available to anonymous users of your site on a read only basis. To submit content to any area of the site will require authentication using a username and password.

It is worth thinking carefully about how you will add and structure content within your site.

As guidelines the PHRU suggests that you think about the information and resources that you would like to share with other interested parties who you may wish to access the site without requiring a username and password. The News, Events, Links to web resources and the contents of the Shared Document Libraries are examples of the content that it would be useful to share with a wider audience.

The password protected Member’s area is where you can store documents which are in draft form or being developed by your core members. Similarly the Tasks and Contacts areas are password protected and accessible only to those with appropriate rights.



## **Shared Documents**

The site comes configured with a Shared Documents Library. You can use this area for documents which you want to share or make available to a wide audience. It is not advisable to upload documents which are available elsewhere. For documents which are available from other web sources it is better to create a list of useful links where you can reference online reports etc.

Think about how you name documents and try and give meaningful titles when you upload them. Similarly, the more accurate the other information attached to a document the easier it will be for users to locate them using the search or browse functions.

It is also worth thinking about folder structures and naming of folders.

The PHRU advises that your network establishes an editorial group to develop protocols for the uploading of content to all areas of your site

## **Roles and Permissions**

By default any visitor to your site will have read only access to those areas that are not password protected. Members of your site can be granted the following permissions:

- Contributor – can add content to existing lists and document libraries, can contribute to discussion and respond to surveys
- Designer – can create lists and document libraries and customise pages in the site

The PHRU suggests that members of the site are granted Contributor access and that other levels of access are restricted.

## **Managing Users of your Network site**

To add or remove users from your site contact the PHRU Extranet administrator who will take the appropriate action. When nominating users for your site you will be required to provide a name, email address and job title. A username and password will then be issued by email. At present the number of members who can be issued with username/password is restricted to core team members.

As well as the members that you have designated the PHRU Extranet administrator will also have administrative access to your site.



## **Additional Resources**

More detailed information on specific aspects of administering your network site is available via the Help menu on the site. More general FAQs about using Sharepoint are available from the left hand menu of the PHRU Extranet homepage.

The Public Education Resource Library will also hold some Sharepoint books aimed at end users.

### **For further information contact:**

John Hutchison  
PHRU Web Editor  
[john.hutchinson@ggc.scot.nhs.uk](mailto:john.hutchinson@ggc.scot.nhs.uk)